

NIH POLICY MANUAL
3043-1 INTRODUCTION OF RODENTS AND RODENT PRODUCTS
Issuing Office & Phone: ORS/VRP 496-2527
Release Date: May 3, 2000

1. Explanation of Material Transmitted: This Chapter describes procedures to be followed when rodents and rodent products originating from sources other than those approved by the NIH Rodent Import Officer are introduced into NIH facilities. Procedures have been revised to reflect changes in animal care practices.
2. Filing Instructions:

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INTRODUCTION OF RODENTS AND RODENT PRODUCTS

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A. Purpose:

This Policy Manual establishes procedures designed to prevent the introduction of infected rodents and rodent products into the National Institutes of Health (NIH) which could:

- adversely affect the health of rodents used in research;
- directly or indirectly interfere with research;
- pose a health hazard to personnel.

B. Background:

The conduct of a vigorous research program necessitates the movement of animals and their tissues from animal colony to animal colony and between laboratories. This movement creates the possibility of introducing into new environments agents that are pathogenic to either animals or humans. Examples of the latter include lymphocytic choriomeningitis virus (LCMV) and the hantaviruses, which can have serious implications for human health. Hantaviruses infect wild rodents and have been detected in laboratory rats in Europe and Asia, and in wild mice (*Mus musculus*) in Europe and the United States; humans who come into contact with infected animals can become ill and occasionally die.

Federal regulations pertaining to the movement of laboratory rodents or their products relate mainly to organisms causing diseases in humans or domestic poultry or livestock. It is important for the NIH to supplement these regulations with policies that protect intramural animal colonies and scientific and support staff who come into contact with rodent or rodent products.

C. Applicability:

The policies and procedures in this chapter apply when rodents and rodent products are introduced into NIH facilities from sources other than those approved by the Veterinary Resources Program (VRP), Office of Research Services (ORS). In addition to applying to NIH's off-campus and facilities covered under the Association for the Assessment and Accreditation of Laboratory Animal Care's (AAALAC)-file number 000777, this policy also applies to all facilities located on the NIH Bethesda campus.

D. Policy:

Rodents or rodent products from a non-approved source shall not be introduced into NIH animal facilities without prior written approval of the applicable Institute or Center's (IC) Scientific Director or a delegate thereof (i.e., the Animal Program Director (APD)), the VRP Director, or delegate thereof (i.e., the Rodent Import Officer (RIO)), and the Facility Veterinarian for the facility where the animals are to be housed. Similarly, rodents shall not be introduced into an NIH laboratory without the approval of the applicable Scientific Director or designee. An application approved by a Scientific Director or designee shall be forwarded to the RIO. Rodent products from non-approved sources destined for NIH laboratories for in vitro use require the approval of the applicable Lab/Branch Chief. Rodents or rodent products known to be infected with LCMV, ectromelia virus, or hantaviruses shall be excluded from NIH facilities and laboratories. Under special circumstances, the Deputy Director for

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Intramural Research (DDIR) or designee can approve exceptions to this restriction.

E. References:

1. Animal Welfare Act (7 U.S.C. 2131 et. seq.), as amended, and its implementing regulations at 9 C.F.R., Part 1, et. seq.
2. 9 C.F.R., Part 93
3. Public Health Service Act, Sections 361-369 (42 U.S.C. 264-272), as amended and its implementing regulations at 42 C.F.R., Part 71 and 72.
4. PHS Policy on Humane Care and Use of Laboratory Animals, 1986.
5. NIH Manual Chapter 3040-2, Animal Care and Use in the Intramural Program
6. USDA Guidelines for Importation, #1103
7. National Research Council Guide for the Care and Use of Laboratory Animals. 1996

F. Definitions:

1. **Alternative Quarantine Site (AQS)** A quarantine site, other than the VRP operated Rodent and Rabbit Quarantine Facility at the NIH Animal Center (NIHAC), that is operated by an IC and approved by the RIO.
2. **Animal Program Director (APD)** A veterinarian who receives delegated program authority from the IC Director or IC Scientific Director for all activities involving animals in the IC.
3. **APD's Committee** An NIH committee that consists of the APD from each IC.
4. **Application** Refers to the "Application for Permit to Introduce Rodents and Rodent Products," NIH Form 2369-1 (Appendix 2). The issued permit is valid for a six (6) month period.
5. **Approved Source** A source of rodents or rodent products which has a contract with the VRP or another program within the NIH to supply genetically-defined, specific pathogen-free animals to NIH investigators. These contracts characteristically require barrier production practices, genetic management and monitoring, microbiologic standards and health surveillance, and regular site visits to ensure the availability of high-quality animals suitable for NIH research. Proposals for additions to the list of approved sources are evaluated and approved by the VRP.
6. **Domestic Source** A source of rodents or rodent products located within the United States.

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7. **Facility Veterinarian** A veterinarian who has direct or delegated responsibility for the management of the animals in the facility.
8. **NIH Facility** Any building, structure, laboratory or other facility, whether or not animals are housed or used there, associated with the NIH intramural research program. This includes any facility on the Bethesda, Maryland, campus, the NIHAC, off-campus leased facilities and other sites where intramural research is performed.
9. **Non-domestic Source** A source of rodents or rodent products originating outside of the United States.
10. **Non-approved Source** A source of rodents or rodent products that does not meet the definition of an approved source.
11. **Rodent** A mammal of the order Rodentia, including but not limited to mice, rats, guinea pigs, and hamsters.
12. **Rodent Import Officer** A veterinarian appointed by the Director of the VRP, ORS, with delegated responsibility for activities defined in this policy.
13. **Rodent Import Advisory Subcommittee** A committee appointed by the APDs to serve in an advisory capacity to the RIO.
14. **Rodent Products** Any rodent tissue or derivative, including but not limited to antibodies (polyclonal or monoclonal), body fluids, proteins, or cells, unless contained in commercially available test kits, when these reagents have been produced or processed in a manner that will exclude or inactivate all pathogenic agents.
15. **Quarantine Permit Service Office (QPSO)** An office in the Occupational Safety and Health Branch (OSHB) of the Division of Safety (DS) which assists investigators in obtaining permits that may be required when importing/exporting animals, animal products, etiologic agents, or vectors of human or animal disease (Building 13/3K04, 496-3353).

G. Responsibilities.

1. APD or designee (should be a veterinarian)
 - (a) assists the principal investigator/applicant in securing approvals, permits, transportation, etc., related to the introduction of rodents or rodent products into an animal facility or laboratory. The above includes obtaining health monitoring and husbandry information for review by the RIO and the Facility Veterinarian;
 - (b) reviews and approves or disapproves applications for introduction of rodents from non-approved sources into laboratories of an IC;

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- (c) reviews, provides concurrence, and forwards to the facility veterinarian applications for introduction of rodents or rodent products from non-approved sources into animal facilities; and
 - (d) provides oversight for AQSs within their IC to ensure quarantine of animals until such time that data can be generated to verify that they are free of LCMV, ectromelia virus and hantaviruses (as applicable).
- 2. Director, VRP, ORS. Implements those aspects of this policy relating to the VRP and the RIO.
- 3. Facility Veterinarian. Reviews the Application for Permit to Introduce Rodents and Rodent Products and the health status information from the proposed sending facility. The facility veterinarian may: 1) approve the animals for entry into the animal facility; 2) require the animals to be quarantined with further testing, 3) reject the animals for entry into that facility; or, 4) require more information before making a decision. In the first two cases, the facility veterinarian forwards the application to the RIO. In the latter two cases, the facility veterinarian returns the application to the submitting APD. After animals have completed quarantine including testing and approved release by the RIO, the facility veterinarian determines if the animals can enter the facility.
- 4. IC Scientific Director. Ensures compliance with this policy by intramural staff within his/her IC.
- 5. Laboratory/Branch Chief. Reviews and approves or disapproves the introduction of rodent products, not destined for in vivo studies into the laboratory by a principal investigator under his or her supervision after assessing the zoonotic potential of the material and determining if testing is required prior to importation and use.
- 6. NIH/ORS/VRP RIO.
 - (a) reviews and approves or disapproves applications for introduction of rodents or rodent products from non-approved sources into NIH animal facilities based on the supportive evidence for absence of LCMV, ectromelia virus and hantaviruses. Generally, the RIO will require testing for hantaviruses for animals coming from non-domestic sources, and may require testing for domestic sources in instances where it appears there is a heightened risk for hantavirus introduction;
 - (b) approves the designated quarantine location and release criteria for the above three pathogens for animals being introduced into NIH animal facilities;
 - (c) coordinates the use of the VRP Rodent and Rabbit Quarantine NIHAC, prior to their introduction into NIH animal facilities;
 - (d) approves AQSs; and

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- (e) approves introduction of rodent products used for in vivo studies
7. Principle Investigator/Applicant.
- (a) initiates rodent import application(s) for approval of shipments from non-approved sources for:
 - (1) rodents and rodent products into NIH laboratories or animal facilities
 - (2) rodent products to be introduced into NIH animals
 - (b) initiates any additional permits/applications which may be required, such as United States Department of Agriculture permits, when necessary (refer to Section J); and
 - (c) arranges transportation, in coordination with the IC veterinary staff and the receiving facility staff, in compliance with federal and state regulations and NIH policy.

H. Procedures for Introduction of Rodents

(See Appendix 1 for flowchart of procedures.) The introduction of rodents from non-approved sources requires submission and approval of NIH Form 2369-1, "Application for Permit to Introduce Rodents and Rodent Products" (Appendix 2). In situations where quarantine is likely, applications should be submitted at least 60 calendar days prior to the anticipated date of entry into an NIH animal facility to allow time for diagnostic testing. Procedures for submission and approval are as follows:

1. The principal investigator must complete and submit the application to their APD. The APD submits the application to the Facility Veterinarian for the facility in which the animals are to be housed, who, on approval, forwards it to the RIO. Alternatively, non-approved applications will be returned to the submitting APD or their designee. In most cases imports from non-domestic sources will require quarantine and health assessment at a NIH-approved quarantine location.
2. In addition to being free of LCMV, ectromelia virus, and hantaviruses (as applicable), animals destined for an NIH animal facility must also meet the health requirements of the receiving facility.
3. Animals to be quarantined will be housed at the VRP Rodent and Rabbit Quarantine Facility or at an approved AQS. The RIO will: (1) specify the minimum criteria for release from quarantine; (2) review test results; and (3) approve release of animals. Copies of all results from tests performed during quarantine will be provided to the Facility Veterinarian and RIO prior to release.
4. If rodents are destined for a laboratory where no contact with other animals is planned and no materials from the rodents will be introduced into rodents or used in materials

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destined for introduction into rodents or other animals, then the application can be approved by the IC APD. The APD must ensure that the imported animals represent a low risk to both personnel and animal colonies for LCMV, ectromelia virus and hantaviruses (as applicable). The approved application is forwarded to the RIO who assigns it an import number, provides a copy to the APD, and files the application.

I. Procedures for Introduction of Rodent Products.

The introduction of rodent products into NIH laboratories or animal facilities also requires the submission and approval of an application NIH Form 2369-1, in addition to permission from the principal investigator's laboratory or branch chief, as described below:

1. Procedure for Introduction of Rodent Products into Animals.

(a) The principal investigator must complete and submit an application through their APD, or their designee, to the facility veterinarian in charge of the facility in which the products are to be used. This applies to all rodent products from non-approved sources. Routinely, Mouse Antibody Production (MAP)/Rat Antibody Production (RAP) /Hamster Antibody Production (HAP) testing is required to ensure products are free from LCMV, ectromelia virus, hantaviruses (as applicable) and other agents as required by the receiving facilities. In rare situations (e.g. highly purified proteins), with the concurrence of the RIO and the receiving Facility Veterinarian, products may be approved for import without testing.

(b) The Facility Veterinarian approves and forwards a copy of the application to the RIO, who reviews the application and, if the application is approved, issues a permit.

2. Procedure for Introduction of Rodent Products into an NIH Laboratory.

If rodent products will not be introduced into, or come in contact with live animals, an NIH rodent import permit is not required. The QPSO should be consulted to determine if a USDA permit is required (for reasons stated below). It is the responsibility of the principal investigator's laboratory or branch chief to assess the zoonotic potential of the material and determine if testing is required prior to importation and use. Assistance in making this determination is available from the NIH Biosafety Officer, OSHB, DS (496-2960).

J. Quarantine Permit Service Office (QPSO)

Several agencies of the United States Government regulate and require permits for the importation, shipment, or exportation of animals, animal products, or etiologic agents or vectors of human or animal diseases. The QPSO will provide investigators with assistance and appropriate application forms to import, export, or transport regulated materials or animals. Import and Export Permits are also available on-line. The website is:
<http://www.nih.gov/od/ors/ds/forms/index.htm>

1. The QPSO must be notified at 496-3353, and a USDA permit obtained, if transgenic

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rodents, carrying receptors which enable those rodents to develop productive infection with human pathogens, are imported into the United States or transported within the United States by NIH investigators.

2. The USDA Animal and Plant Health Inspection Service (APHIS) has statutory authority to regulate the importation of any animal-derived material or biological material that has been in contact with material of animal origin. Thus, USDA permits are required for the importation of monoclonal antibodies, hybridoma cell lines, cell cultures, and other biologic materials that have been in contact with material of animal origin, such as fetal bovine serum. USDA permit forms and information are available on-line. The website is: www.aphis.usda.gov/forms/index.html#VS16.
3. The Department of Health and Human Services (DHHS) is responsible for regulations involving the importation into the United States or distribution after importation, of any etiologic agent or any arthropod or other animal host or vector of human disease (NIH Manual Chapter 1340-1, Permits for Import or Export of Biological Materials and 42 C.F.R. Parts 71 and 72). A DHHS permit must be obtained for importation and/or distribution of these materials. The Chief, QPSO, or his/her designee, is authorized to issue DHHS import permits.
4. Finally, the United States Fish and Wildlife Service (USFWS), United States Department of Interior, is responsible for regulations involving the prevention and control of wildlife diseases, and the importation of wildlife or products derived from threatened or endangered wildlife species (50 C.F.R. Parts 13 and 14). Permits for designated port exemptions are issued through the QPSO.

K. Additional Information.

For further information on this policy, contact the RIO at 496-2527 or the applicable IC APD. Additional copies of this policy may be obtained by submitting the request to Reprographic Communications Branch (RCB), DSS, Stonestreet, Room 115. For additional information on the importation or transportation of any etiologic agent or host or vector of human or animal diseases, or the importation of wildlife, contact DS at 496-3353.

L. Records Retention and Disposal

All records (e-mail and non-e-mail) pertaining to this chapter must be retained and disposed of under the authority of NIH Manual 1743, "Keeping and Destroying Records, Appendix 1, "NIH Records Control Schedule," Item 3000-C-6.

NIH e-mail messages. NIH e-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact your IC Records Officer for additional information.

All e-mail messages are considered Government property, and, if requested for a legitimate

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Government purpose, must be provided to the requester. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages. E-mail messages must also be provided to Congressional oversight committees if requested and are subject to Freedom of Information Act requests. Since most e-mail systems have back-up files that are retained for significant periods of time, e-mail messages and attachments are likely to be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

M. Management Controls

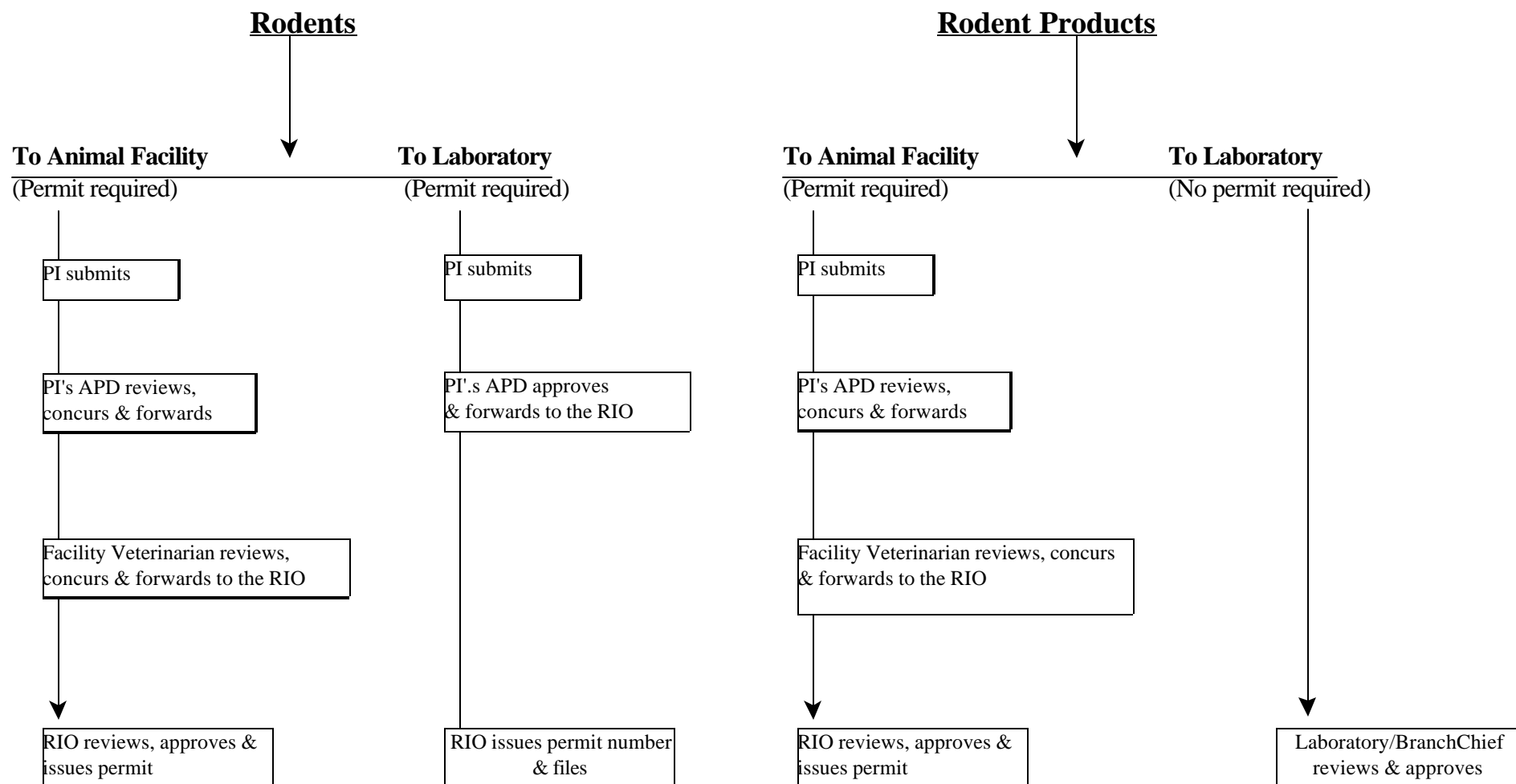
The purpose of this manual issuance is to establish procedures designed to prevent the introduction of infected rodents and rodent products into the NIH which could adversely affect the health of rodents used in research, directly or indirectly interfere with research, or pose a health hazard to personnel.

- (1) Office Responsible for Reviewing Management Controls Relative to this Chapter (Issuing Office): ORS/VRP 496-2527
- (2) Frequency of Review (in years): Ongoing; triennially.
- (3) Method of Review: Alternative Review

The Intramural Program must make annual reports to both the United States Department of Agriculture and the NIH Office of Extramural Research (OER), Office for the Protection from Research Risks (OPRR). These agencies have regulatory and administrative authority over the NIH IRP Animal Care and Use program. Per DHHS Policy, instances of significant noncompliance are required to be reported to OPRR. Instances of significant noncompliance will also be reported to the appropriate IC Animal Program Director and the NIH Animal Research Advisory Committee. In addition, the AAALAC International performs triennial peer review site visits to all NIH components who use animals in their IRP programs.

- (4) Review Reports are sent to: Associate Director for Research Services and DDIR.

Introduction of Rodents or Rodent Products from Non-Approved Sources



Department of Health and Human Services Public Health Service, National Institutes of Health Application for Permit to Introduce Rodents and Rodent Products <i>See NIH Manual 3043-1 for complete instructions. Use additional sheets if more space is needed.</i>		1. Request Permit To (<i>check one</i>) <input type="checkbox"/> Introduce from within U.S. <input type="checkbox"/> Import into U.S.	2. Permit is for: <input type="checkbox"/> Rodents <input type="checkbox"/> Rodent Products
5a. To (<i>Name of requester</i>)		5b. Institute/Laboratory	3. Mode of Transportation <input type="checkbox"/> Air <input type="checkbox"/> Ground
5c. NIH Address (<i>Bldg./Rm.</i>)	5d. E-mail address		
5e. Phone No.	5f. FAX No.		
6. From (<i>Name, address, E-mail address, phone no. and fax no. of facility</i>)			
7. Genus and Species, Common Name(s), Correct Nomenclature, Color, Strain/Stock or Description of Rodent Product			
8a. Origin and Brief History of the Source of Colony or Tissue		8b. Have these animal been injected/manipulated?	
9a. Number of Animals to be Received Male: Female: Age range:		8c. Location currently housed Building: Room:	
11a. Medical History of the Originating Colony or Tissue		9b. Approximate Date of Arrival	10. Approved Animal Study Proposal No.
11b. Has colony or tissue been checked for Ectromelia (mouse pox), Lymphocytic Choriomeningitis (LCM) virus, and hantavirus (<i>if applicable</i>)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
11c. What diseases or parasites are known to be present in the originating colony? Currently?		11d. Can these animals mount an antibody response?	
12. Name, title, E-mail address, phone no., and FAX no. of sending institution's facility veterinarian or designee		13a. Location where animals or tissue will be housed and/or used	
13b. Is this location listed in the approved ASP? <input type="checkbox"/> Yes <input type="checkbox"/> No		14. Special requirements for handling animals or tissue during the quarantine period <input type="checkbox"/> Waiver of Quarantine <input type="checkbox"/> Quarantine at: _____ <input type="checkbox"/> DO NOT BLEED <input type="checkbox"/> Breed during quarantine <input type="checkbox"/> Other	
<i>I certify that these animals or tissues will be used in accordance with all restrictions and precautions as may be specified in the permit.</i>		15. Requester's Signature	
16. Date Signed		17. Signature of IC Animal Program Director	
18. Date Signed		19. Signature of Facility Veterinarian	
20. Date Signed		21. Facility Health Requirements	

Permit to Introduce Rodents and Rodent Products

1. Permit Number	
2. Restrictions and Precautions. Quarantine Required? <input type="checkbox"/> No <input type="checkbox"/> Yes; quarantine location: _____	
3. Signature of VRP Rodent Import Officer or designee	4. Date Issued

Guidelines for the Importation of Rodents from Unapproved Sources

I. Introduction

These guidelines are to assist NIH veterinarians in understanding the procedures for the importation of rodents from unapproved sources, assist them in obtaining information from the facility of origin regarding the health status of the rodents to be imported, and instruct them in requesting an exemption to the NIH rodent quarantine policy.

The rodent quarantine facility at the NIH Animal Center (NIHAC) is used for laboratory-reared rodents entering the NIH from foreign countries and from animal colonies within the U.S. of unknown health status or that are known to harbor pathogens unacceptable to the facility(s) in which they are to be used. Rodents known to be infected with lymphocytic choriomeningitis virus (LCMV), ectromelia virus (mice), hantavirus or other major zoonotic rodent agents are excluded from NIH facilities. An exception for research purposes may be obtained with adequate justification. Decisions to accept rodents harboring LCMV, ectromelia or hantavirus is the responsibility of the Deputy Director for Intramural Research with recommendations from the Rodent Import Officer (RIO). Institute, Center (IC) or Facility Veterinarians are responsible for the disposition of animals harboring other infectious agents introduced into their areas.

II. Initiating The Import

An Application for Permit to Introduce Rodents and Rodent Products (NIH Form 2369-1) must be completed. It is particularly important that the name and telephone number of the veterinarian or other person responsible for animal health at the originating facility be provided. Since overseas telephone contact is often difficult and expensive, listing an e-mail address or fax number is recommended.

Attached is a template NIH veterinarians may find helpful when contacting the originating facility and later when evaluating documentation of their pathogen monitoring and control program. All information acquired should be submitted to the RIO along with the application. The RIO requires that testing for LCMV, ectromelia and hantavirus (if applicable) to have been conducted within the last 12 months. See section VII "Exemptions from Quarantine" of these guidelines if an exception to the quarantine policy is desired. Note: the RIO will not complete the import request form unless the facility veterinarian has signed it.

III. Housing at NIHAC Quarantine

Entering animals will be held in standard polycarbonate cages with stainless steel bar lids without filter covers. These cages are held in a Trexler Flexible Film Isolator (TFFI). Entries into and exits out of the TFFIs will be performed in a manner that avoids contaminating the area with pathogens that are potentially present. TFFIs used to house rodents that harbor pinworms will be discarded or sanitized and stored for the future housing of known pinworm

positive rodents.

IV. Monitoring For Potential Pathogens (NIHAC)

- A. Direct testing of imported animals provides the best indicator of their health status. Imported experimental animals will be tested for pathogens as shown below depending on their immunocompetency, value, and the investigator's preference. Imported animals will be bled for testing unless "Do Not Bleed" is checked in box 14 of NIH Form 2369-1.
- B. Sentinel animals may be used to further substantiate the health status of imported rodents as comprehensive testing can not be performed on a live animal. Young female mice (4-6 weeks old) differentiated by coat color, ear tag or punch are placed in the cage with the quarantined animals or if this method is unacceptable the dirty bedding method will be used. The health status of the sentinels ordered will meet the health requirements outlined in the NIH-wide animal procurement contract and will ensure that no infectious agents are present that will cause harm to imported immunocompromised rodents. In most cases sentinels will be tested after a four-week period of sentinelization. However circumstances may arise that require animals to be quarantined for a longer time period.

Animals from the originating colony can be used as adjunct sentinels. If this method is used, at least two immunocompetent animals should be supplied in addition to the experimental animals. These animals should come from the same rack as the animals to be imported and will be bled on arrival and submitted for testing 4 weeks after arrival. In addition to these animals, sentinels from pathogen-free colonies will be used to differentiate between active shedding of pathogens versus an immune response from an earlier infection.

- C. Sampling and Testing Test samples will be submitted to the Veterinary Resources Program (VRP), Laboratory Sciences Section (LSS) throughout the quarantine period with a comprehensive necropsy performed near the end of quarantine. Additional health testing beyond that listed below may be required.

Test Animal	Test Procedures
Imported	Tape for mites, pinworms Pooled fecal for culture and parasitology Serology* Comprehensive necropsy** on extra animals
Sentinel	Comprehensive necropsy**

* If immunocompetent.

**Includes gross pathology, serology, parasitology and bacteriology; specific tests performed are defined by the VRP, LSS.

V. Release of Animals From NIHAC Quarantine

- A. The RIO offers the quarantined animals for release when test results indicate that the animals are free of LCMV, ectromelia (mice), hantavirus, and Salmonella sp. If test results indicate that the quarantined rodents have unanticipated LCMV, ectromelia, hantavirus or Salmonella, following discussions with the importing institute veterinarian, positive animals will either be relocated to an off campus site or be immediately euthanatized. The isolator that housed the infected rodents will be collapsed, the outside sprayed with CLIDOX, and the isolator and all its contents placed in a heavy plastic bag and autoclaved.
- B. The facility veterinarian for the receiving facility must evaluate the health status of the animals in light of that facility's policy. If the rodents have pathogens that are not acceptable at the facility they are slated to enter, the owning IC may elect to find alternative housing and eradicate the pathogen(s). If the eradication process is conducted at the NIHAC, it must be accomplished within a reasonable period of time; reasonable period of time is dependent upon other demands for the use of the quarantine space. If treatment or "burn out" is used, adequate testing must be performed to assure that the pathogen(s) has been eliminated. If rederivation is used, the procedures should follow the guidelines adopted by the Animal Program Director's (APD) Committee.

VI. Alternative Quarantine Sites

Rodent quarantine may be conducted at facilities other than the NIHAC. If alternative quarantine locations and procedures are to be used the NIH Rodent Import Officer must first approve them. To apply for an alternative quarantine site(s), an IC must provide the RIO with a written outline of the procedures to be used to protect both rodent colonies and personnel from LCMV, ectromelia and hantavirus during the quarantine period. The application will include: 1) location and description of the quarantine site(s) (i.e. location, access, signage, etc.); 2) precautions taken to protect colonies and personnel (i.e. method of containment, personnel training, sanitation procedures, handling of waste, etc.); and 3) individuals accountable for the site. Unresolved issues between an IC and the RIO shall be brought to the Rodent Import Subcommittee, appointed by the Animal Program Directors, for resolution.

The Facility Veterinarian for the alternative quarantine site(s) shall inform the RIO of an impending import using the "Application for Permit to Introduce Rodents and Rodent Products" (NIH Form 2369-1). Prior to import, a copy of the completed form, issued by the responsible IC veterinarian, is sent to the RIO. The RIO assigns the shipment an import number, then signs and returns the form to the alternative quarantine site veterinarian. The signed rodent import permit serves as confirmation that the RIO has been notified of the shipment. The IC-APD responsible for the alternative site shall ensure the quarantine of the animals until such time that data can be generated to verify that they are free of LCMV, ectromelia and hantavirus. Animals found positive for any of these three agents will either be relocated to an off campus site or be immediately euthanatized. Before release of a shipment from quarantine, serology results must be forwarded to the RIO along with a copy of the original

import permit.

VII. Exemptions From Quarantine

An exemption from quarantine will be granted only if the information obtained regarding the originating facility's practices and pathogen monitoring program contains sufficient evidence to ascertain that the animals present a low infectivity risk for LCMV, ectromelia and hantavirus. When an exemption to quarantine is requested, it is particularly important that the RIO be provided with clear information regarding the housing, husbandry, sentinel program and health status history of the originating facility. Suggested methods for supplying the requested information to the RIO are as an e-mail or fax summarizing conversations with the sending institution's facility veterinarian, as a summary letter from the sending facility, as a completed questionnaire similar to the attached template, or as actual sentinel test results. Recent test results, from the sending facility, verifying a thorough pathogen-monitoring program increases the confidence that animals to be imported are free of pathogens. In order to make a decision, the RIO may require additional testing or information from the sending institution. The RIO makes the final decision on applications for exemption based upon the information supplied relative to LCMV, ectromelia and hantavirus. Applications for an exemption from quarantine should be clearly identified by checking "Waiver of Quarantine" in box 14 of the rodent import permit form.

Unresolved issues between an IC and the RIO shall be brought to the Rodent Import Subcommittee for resolution.

An Animal Program Director may exempt animals from quarantine, for movement directly into a laboratory, following the procedures outlined in NIH Manual Chapter 3043-1.

Additional Reference Material

NIH Manual Chapter 3043-1: Introduction of Rodents and Rodent Products

Notes:

All Federal requirements for the importation of rodents must be adhered to. Copies of the current requirements can be obtained from the Quarantine Permit Service Office (QPSO), Division of Safety, the Rodent Import Officer or the following: USDA requirements - website <http://www.aphis.usda.gov>; CDC requirements - Permit Officer, Division of Quarantine, CDC (404) 639-8108 or by referencing 42 CFR, Section 71.54.

The QPSO (496-3353) or the RIO (496-2527) will provide assistance for the importation of rodents or rabbits from a foreign source.

ANIMAL HEALTH DATA REQUEST TEMPLATE**National Institutes of Health****Bethesda, Maryland, U.S.A.****NIH REQUESTER**

Name:..... Institute.....PH#.....

FAX#..... E-mail address.....

ORIGINATING FACILITY

Institution:.....

Vivarium:.....

Investigator's name: Last..... First

Telephone #FAX #.....

E-mail address.....

Veterinarian's name: Last..... First.....

Telephone # FAX #.....

E-mail address.....

Other Contact Individual(s).....

Telephone..... FAX #.....

E-mail address.....

Signature of person completing form.....

SPECIFIC ROOM DESCRIPTION

Approximate number of animals in room.....

Immune status normal..... deficient.....undetermined.....

Breeding in room yes.....no.....

Room status closed.....open.....open with quarantine.....

Do incoming animals come from multiple sources yes.....no.....

Does every room in the facility have routine health monitoring yes.....no.....

What is the health status of animals in this room?.....facility?.....

(1=germfree, 2 =notobiotic, 3 =specific pathogen free, 4 =conventional)

HUSBANDRY

Is husbandry staff shared with rooms that potentially contain rodent pathogens yes.....no

If yes, list organisms.....

Caging system: Conventional.....HEPA tent.....filter capped cages.....

Individually ventilated..... changed in laminar flow hoods.....other.....

Protective measures: masks.....gloves.....shoe covers....hair covers....

Dedicated clothing.....shower-in.....

SENTINEL PROGRAM

Number of sentinel cages per holding cagesor per racks in the holding room.....

Sentinels on used bedding yes..... no.....

Sentinels exposed to aerosols yes..... no.....

Animals being tested and their ages: retired breeders.....sentinels.....experimental.....

Frequency of testing: quarterly.....semi-annual.....annually.....other.....

TESTING BIOLOGICALS

Are biologicals for use in animals routinely MAP, RAP or HAP tested in your facility? Who monitors and tracks the test results obtained?

PATHOGENS

Please circle those agents found **present within the last 12 months** by testing or observation in the facility housing the animals for export. If none, what is the length of time the facility has maintained the present health status?.....

MICE: Reo-3, pneumonia virus of mice, Theiler's mouse encephalomyelitis virus (TMEV, GDVII), adenovirus, mouse hepatitis virus, lymphocytic choriomeningitis virus, Rotavirus (EDIM), Polyoma virus, minute virus of mice, Sendai virus, mouse parvovirus, Sendai virus, ectromelia virus, mouse cytomegalovirus, lactic dehydrogenase virus, mouse thymic virus, hantavirus, Mycoplasma pulmonis, CAR Bacillus, Bordetella bronchiseptica, Corynebacterium kutscheri, Pasteurella pneumotropica, Klebsiella oxytoca, Coryneform-associated hyperkeratosis, Klebsiella pneumoniae, Streptococcus, coagulase + Staphylococcus, Streptobacillus moniliformis, Pseudomonas aeruginosa, Salmonella, Citrobacter freundii type 4280, Clostridium piliformis, Helicobacter sp., Pneumocystis carinii, Encephalitozoon cuniculi, Hemobartonella muris, Eperythrozoon coccoides, Giardia muris, Spironucleus muris, Hymenolepis nana, other endoparasites and ectoparasites.

RATS: Reo-3, pneumonia virus of mice, Sendai virus, Kilham's rat virus (Toolan's H-1), rat parvovirus, rat coronavirus/sialodacryoadenitis virus, hantavirus, lymphocytic choriomeningitis virus, Streptobacillus moniliformis, Klebsiella oxytoca, Klebsiella pneumoniae, Beta hemolytic streptococcus, Corynebacterium kutscheri, Pasteurella pneumotropica, Bordetella bronhiseptica, Pseudomonas aeruginosa, coagulase + Staphylococcus, Mycoplasma pulmonis, CAR Bacillus, Salmonella, Clostridium piliformis, Pneumocystis carinii, Streptococcus pneumonia, Hemobartonella muris, Spironucleus muris, ectoparasites, endoparasites

RABBITS: Salmonella, Bordetella bronchiseptica, Pasteurella multocida, CAR Bacillus, Clostridium piliformis, Francisella tularensis, Yersinia pseudotuberculosis, Listeria monocytogenes, Pseudomonas aeruginosa, Treponema cuniculi, Toxoplasma, Encephalitozoon cuniculi, cestode cysts, Eimeria steidae, intestinal helminths, ectoparasites, fungal infections, pox viruses, papilloma virus, viral hemorrhagic disease

Please forward copies of the last two comprehensive health surveillance reports for the colony that animals will be shipped from with any explanations or summaries that you wish to provide. **NIH policy requires that incoming rodents be free of lymphocytic choriomeningitis virus, ectromelia, and hantavirus.**